



Vendor Application & Agreement

Application Deadline: April 10, 2019 at 5 p.m.

Event information: **Sunday, April 28, 2019 • 12 – 4 p.m.**

Bohrer Park at Summit Hall Farm

506 South Frederick Avenue

Gaithersburg, MD 20877

Please complete this application and return with payment to:

Paws in the Park, 601 South Stonestreet Avenue, Rockville, MD 20850

CHECKS PAYABLE TO MCHS (Montgomery County Humane Society)

Questions? Call Laura or Andi at 301-258-6350 (City of Gaithersburg)

VENDOR INFORMATION

Company/Organization Name _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Website _____

*Sales Tax ID # or Nonprofit # (if applicable): _____ **MCHS Tax ID: 52-6044968**

*The State of Maryland requires any person selling used or new products to charge 6% sales tax and have a Maryland Tax number. Vendors' names will be submitted to the Maryland State Comptroller's Office. A temporary Maryland sales tax # will be assigned to you if you do not have one already.

Food Vendors: Along with your application, please submit the following **Mandatory** permits and details:

- Copy of Certificate of Insurance
- Copy of Montgomery County Health Permit (please call MC Dept. of Health and Human Services for details)
- Full menu with prices
- Photos of booth
- Type of set-up: _____ Tent _____ Trailer _____ Food Truck
- Dimensions of truck: _____
- Use of generator: YES NO (Generator must be barricaded for safety and a fire extinguisher is required)

All Vendors must bring a 10 x 10 tent or rent from us (see prices below)

FEES: Singles include 10x10 space, one 6' rectangular table and 2 chairs. **Doubles** include two 10x10 spaces, two 6' rectangular tables and 4 chairs. All booths include listing on MCHS and City of Gaithersburg event webpages.

() **Early Bird DOUBLE:** 2 Booths for \$225. Sign up before March 8, 2019

() **Early Bird SINGLE:** 1 Booth for \$150. Sign up before March 8, 2019

() **DOUBLE:** 2 Booths for \$250.

() **SINGLE:** 1 Booth for \$175.

() *Premium Spot Add-on:* \$50. First come, first served for endcap space.

() *Tent Fee:* \$115. A 10'x10' tent per space is required for participation. **(No fee if vendor brings a tent. Must provide tent weights)**

() *Late Fee:* \$25. For applications received after April 10. Applications accepted on a case-by-case basis.

() **FOOD VENDOR:** \$150 per 10' x 20' space (*does not include tent*).

() Donate a product for our contest prizes _____

() Donate an item for the goody bag (first 750 paid guests) _____

Paws in the Park sponsorship opportunities are also available. Contact Rachel Rosen at Montgomery County Humane Society (MCHS) for more information at 240-252-2555 or e-mail Rrosen@mchumane.org

Follow MCHS at [facebook.com/mchumane](https://www.facebook.com/mchumane) and City of Gaithersburg at [facebook.com/gburgmd](https://www.facebook.com/gburgmd)

Amt. Paid _____ **Payment:** Check (payable to **MCHS**) Visa MasterCard Discover

Credit Card # _____ **Exp. Date** _____

Name on Card _____ **Signature** _____

Vendor Rules and Regulations

1. The Montgomery County Humane Society (MCHS) and the City of Gaithersburg (COG) reserve the right to prohibit any exhibit or portion of an exhibit which in its opinion is not in character with its mission.
2. The Vendor understands that no water or electricity will be supplied (except drinking water made available to dogs).
3. Attendees pay for entrance for the duration of the event, so all booths must stay open from 12 p.m. until 4 p.m. **The Vendor agrees that no display may be dismantled or goods removed before 4 p.m.**
4. Vendors who prepare, sell, or give away food and beverage items will require a permit from Montgomery County Dept. of Health and Human Services (MCHS and COG will not be responsible for obtaining or paying for any required permits.) The Vendor further agrees to hold MCHS and COG harmless for any and all damages, fines, and/or penalties incurred as a result of a food and/or beverage vendor's failure to comply with all Montgomery County Dept. of Health and Human Services regulations.
5. The Vendor is prohibited from using the COG, MCHS or Paws in the Park logo for any purpose without the express written permission of MCHS and /or COG.
6. Neither MCHS nor COG shall be held liable for any damages, whether direct, indirect, general, special, consequential, punitive, or otherwise to the vendor, its products or exhibit, its agents, and employees or visitors, its exhibit whether occasioned by MCHS or COG, or either of their agents, volunteers or employees, or by another Vendor, and its agents and employees.
7. **This is a rain or shine event. In the event of hazardous conditions, City staff will provide instructions for exiting the park.** The Vendor understands that if weather conditions cause the event to be cancelled, no refund will be issued.
8. **Smoking and vaping are prohibited** on all City property.
9. **Post event:** no cars permitted to event site until city staff provides permission to drive onsite.
10. The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act and other applicable law. Your request for accommodations will in no way affect your acceptance status. Please describe any specific accommodations you are requesting based on physical, psychiatric, behavioral or other concerns. (Attach to this application.) All requests for accommodations must be made by April 14, 2019, to allow the City sufficient time to consider the request.

I understand that any violation of any part of this agreement shall, at the election of the City and/or MCHS, result in the revocation and forfeiture of all rights and privileges, present and/or future, granted by the City and/or MCHS to the vendor, and in the event of such breach by the vendor and the election by the City and/or MCHS, all sums paid by the vendor to MCHS shall be forfeited to MCHS as liquidated damages. I understand that I will not hold the City and/or MCHS responsible if I do not make a profit. I am responsible for providing table covers and other miscellaneous items necessary for my booth operation. I hereby release the City of Gaithersburg and the Montgomery County Humane Society from all responsibility for theft or damage to any items involved with my booth operation.

I _____, an authorized agent of _____,
acknowledge and agree to the above Vendor Rules.

Signed: _____ Date: _____

Please keep a copy of these rules and regulations for your records.

Vendor contact:
301-258-6350
Laura Sturza

Laura.Sturza@gaithersburgmd.gov



www.gaithersburgmd.gov



MONTGOMERY COUNTY
Humane Society
adoption · education · compassion

www.mchumane.org